



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

BOARD OF SUPERVISORS

Gloria Molina
First District

Yvonne Brathwaite Burke
Second District

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Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

July 7, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF A GRANT AGREEMENT WITH
THE STATE OF CALIFORNIA, OFFICE OF TRAFFIC SAFETY -
SAFE TRANSPORT FOR KIDS IN THE SYSTEM PROJECT
(All Districts) (3 Votes)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Director of Health Services, or his designee, to execute Grant Agreement No. OP0507, substantially similar to Exhibit I, with the State of California, Office of Traffic Safety (OTS), to accept funding for the implementation of a Safe Transport for Kids in the System project, effective January 1, 2005 through December 31, 2006, in the amount of \$318,000.
2. Delegate authority to the Director of Health Services, or his designee, to execute amendments to Grant Agreement No. OP0507, which do not exceed 25% of the base award, for the period of January 1, 2005 through December 31, 2006, subject to review and approval by County Counsel and notification of the Board Offices.
3. Delegate authority to the Director of Health Services, or his designee, to: a) accept any rollover unspent funds from OTS from one State fiscal year to another for the project period January 1, 2005 through December 31, 2006 to ensure full utilization of the grant funds for project activities and b) extend the project period for the completion of Safe Transport for Kids in the System project activities, upon approval by OTS, subject to available funding and review and approval by County Counsel and notification of the Board Offices.

4. Delegate authority to the Director of Health Services, or his designee, to execute a subcontract agreement with SafetyBeltSafe U.S.A., to provide services for the Safe Transport for Kids in the System project, effective upon date of Board approval through December 31, 2006, with provisions for automatic renewals on a month-to-month basis until either: 1) SafetyBeltSafe U.S.A. completes project activities, or 2) midnight June 30, 2007, whichever occurs sooner, with a maximum obligation of \$200,000, 100% offset by State funding, subject to review and approval by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

Approval of the recommended actions allows the Department of Health Services (DHS or Department) to accept State OTS funding and secure the services of SafetyBeltSafe U.S.A. for the implementation of a Safe Transport for Kids in the System project.

DHS, in collaboration with SafetyBeltSafe U.S.A., will implement the project and develop and pilot a training program for County employees, with special focus on those who transport children to increase child restraint usage, promote awareness of current provisions of the child restraint law, and reduce the number of vehicle-related injuries and deaths.

FISCAL IMPACT/FINANCING:

Total program cost for the period January 1, 2005 through December 31, 2006 is \$374,950 of which \$318,000 is funded by the State OTS and \$56,950 is County in-kind contribution consisting of personnel support for the program. The funding is allocated as follows: \$144,088 for the period of January 1, 2005 through September 30, 2005; \$159,347 for the period of October 1, 2005 through September 30, 2006; and \$14,565 for the period of October 1, 2006 through December 31, 2006.

As a condition of receiving this grant, the County will contribute \$56,950 in-kind in existing resources, over the term of the project, for the implementation and support of the Safe Transport for Kids in the System project. There are no additional net County costs associated with this grant.

A Research Analyst III will be assigned 55% of the time to provide support for the Safe Transport for Kids in the System project and 45% of the time to provide support for the Child Passenger Safety Seat Program. The Department will return to the Board to request approval to accept funds for the Child Passenger Safety Seat Program.

Notwithstanding the fact that the grant effective date is January 1, 2005, no funds have been expended on this project, pending Board approval.

Funding will be included in the Fiscal Year 2005-06 Supplemental Phase of the budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On February 14, 2005, DHS' Injury and Violence Prevention Program (IVPP) received Grant Agreement No. OP 0507 in the amount of \$318,000, from the State OTS to implement a Safe Transport for Kids in the System project to provide child passenger safety education for County employees.

DHS' IVPP will utilize the services of SafetyBeltSafe U.S.A. to develop an infrastructure to provide the training and education program for County employees who transport children.

DHS is negotiating with the State OTS to be allowed to rollover unspent funds due to the delayed start of the project and, if necessary, an extension of the project period to ensure full utilization of the grant funds to complete project activities.

Attachments A and B provide additional information.

County Counsel has approved Exhibit I as to form.

CONTRACTING PROCESS

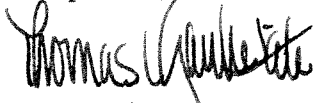
Under the terms of the State OTS grant application, non-governmental organizations were not allowed to apply for funding unless they were partnered with governmental organizations. SafetyBeltSafe U.S.A. was previously selected by the State OTS to provide services in Los Angeles County.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Acceptance of the grant funds and the subcontract with SafetyBeltSafe U.S.A. will allow for the implementation of a Safe Transport for Kids in the System project to provide child passenger safety education for County employees.

When approved, this Department requires four signed copies of the Board's actions.

Respectfully submitted,



Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

TLG:ma

Attachments (3)

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

SUMMARY OF AGREEMENT(S)1. TYPE OF SERVICE:

The State of California Office of Traffic Safety Grant Agreement allows the Department of Health Services' Injury and Violence Prevention Program to implement a Safe Transport for Kids in the System project.

2. AGENCY INFORMATION:

State Department of Health Services
Office of Traffic Safety
7000 Franklin Boulevard, Suite 440
Sacramento, California 95823
Contact: Patricia Mora Rey, Regional Coordinator
Telephone Number: (916) 262-0981

3. TERM OF AGREEMENT(S):

The term of the grant agreement is January 1, 2005 through December 31, 2006.

4. FINANCIAL INFORMATION:

Total program cost for the period January 1, 2005 through December 31, 2006 is \$374,950 of which \$318,000 is funded by the State OTS and \$56,950 is County in-kind contribution of personnel support for the program. The funding is allocated as follows: \$144,088 for the period of January 1, 2005 through September 30, 2005; \$159,347 for the period of October 1, 2005 through September 30, 2006; and \$14,565 for the period of October 1, 2006 through December 31, 2006.

As a condition of receiving this grant, the County will contribute \$56,950 in-kind in existing resources, over the term of the project, for the implementation and support of the Safe Transport for Kids in the System project. There are no additional net County costs associated with this grant.

A Research Analyst III will be assigned 55% of the time to provide support for the Safe Transport for Kids in the System project and 45% of the time to provide support for the Child Passenger Safety Seat Program. The Department will return to the Board to request approval to accept funds for the Child Passenger Safety Seat Program.

Notwithstanding the fact that the grant effective date is January 1, 2005, no funds have been expended on this project, pending Board approval.

Funding will be included in the Fiscal Year 2005-06 Supplemental Phase of the budget process.

5. GEOGRAPHIC AREA TO BE SERVED:

Countywide

6. DESIGNATED ACCOUNTABLE FOR PROJECT MONITORING:

Michelle T. Parra, Ph.D., Director, Injury and Violence Prevention Program

7. APPROVALS:

Public Health:	John F. Schunhoff, Ph.D., Chief of Operations
Contract and Grants Division:	Cara O'Neill, Chief
County Counsel (approval as to form):	Allison Morse, Deputy County Counsel

**Los Angeles County Chief Administrative Office
Grant Management Statement for Grants Exceeding \$100,000**

Department: Health Services

Grant Project Title and Description

Office of Traffic and Safety - Grant Agreement for the Safe Transport for Kids in the System Project

Funding Agency

Program (Fed. Grant #/State Bill or Code #)

Grant Acceptance Deadline

State

Grant Agreement No. OP0507

Total Amount of Grant Funding: \$318,000

County Match Requirements \$56,950

Grant Period:

Begin Date: 1/1/2005

End Date: 12/31/2006

Number of Personnel Hired Under this Grant: 1

Full Time

Part Time X

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant funded program? Yes ☒ No ☐

Will all personnel hired for this program be placed on temporary ("N") items? Yes ☒ No ☐

Is the County obligated to continue this program after the grant expires Yes ☐ No ☒

If the County is not obligated to continue this program after the grant expires, the Department will:

a). Absorb the program cost without reducing other services Yes ☐ No ☒

b). Identify other revenue sources Yes ☐ No ☒

(Describe)

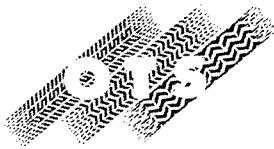
c). Eliminate or reduce, as appropriate, positions/program costs funded by this grant. Yes ☒ No ☐

Impact of additional personnel on existing space: n/a

Other requirements not mentioned above n/a

Department Head Signature

Date 7/7/05



State of California
Business, Transportation & Housing Agency

PROJECT NUMBER

OP0507

OFFICE OF TRAFFIC SAFETY
GRANT AGREEMENT

PAGE 1 (To be completed by applicant Agency)

1. PROJECT TITLE

SAFE TRANSPORT FOR KIDS IN THE SYSTEM

2. NAME OF APPLICANT AGENCY

LOS ANGELES COUNTY, DEPARTMENT OF HEALTH SERVICES

3. AGENCY UNIT TO HANDLE PROJECT

Injury & Violence Prevention Program

4. PROJECT PERIOD

Month - Day - Year

From: January 1, 2005

To: December 31, 2006

5. PROJECT DESCRIPTION (Summarize the project plan covering the objectives, method of procedures, evaluation, and end product in approximately 100 words. Space is limited to six lines.)

Each year, more children under the age of 16 die in motor vehicle collisions in Los Angeles County than in any other California county. Many children in the care of the County are transported by staff that has not received consistent, hands-on training to prepare them to determine the proper restraint system and use. Los Angeles County Department of Health Services, through a contractor, will develop an infrastructure to provide child passenger safety education within critical departments of the County. The project will develop and pilot a training program for County employees, with special focus on those who transport children. A variety of statewide resources will also be available, including a Web site and toll-free Helpline in English and Spanish.

6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED:

\$ 318,000.00

7. APPROVAL SIGNATURES

A. PROJECT DIRECTOR

NAME: Michelle T. Parra, Ph.D. PHONE: 213-351-7888

TITLE: Director, Injury & Violence Prevention FAX: 213-351-2714

ADDRESS: 3530 Wilshire Boulevard, Suite 800
Los Angeles, CA 90010

E-MAIL: miparra@ladhs.org

1/5/05
(Date)

B. AUTHORIZING OFFICIAL OF APPLICANT AGENCY

NAME: Jonathan E. Fielding, MD PHONE: (213) 240-8117

TITLE: Director of Public Health and Health Officer FAX: (213) 975-1275

ADDRESS: 313 N. Figueroa

E-MAIL: jfielding@dhs.co.la.ca.us

1/12/05
(Date)

C. FISCAL OR ACCOUNTING OFFICIAL

NAME: Jim Asada PHONE: (323) 890-7823

TITLE: Grant Manager FAX: (323) 890-8545

ADDRESS: 5555 Ferguson Drive
Commerce, California 90022

E-MAIL: jasada@dhs.co.la.ca.us

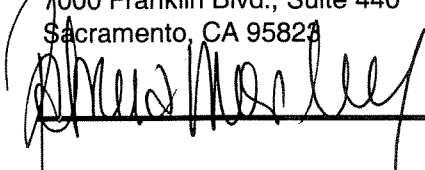
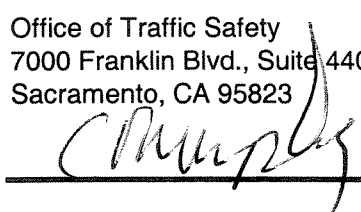
1/13/05
(Date)

D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS

NAME: Los Angeles County

ATTN.: Belinda Sngun

ADDRESS: 5555 Ferguson Drive
Commerce, California 90022

EFFECTIVE DATE OF AGREEMENT: <u>1/1/2005</u>		GRANTEE <u>LOS ANGELES CO DHS</u>		PROJECT NO. <u>OP0507</u>		
8. Action No. <u>1</u> Date: <u>1/31/2005</u>		10. TYPE OF AGREEMENT		Initial <input checked="" type="checkbox"/>	Revision <input type="checkbox"/>	
Revision No. <u> </u> Date: <u> </u>		FUND <u>405</u>	PROGRAM <u>05-OP</u>	TASK NO. <u>2</u>	F.Y. <u>2005</u>	
9. Action Taken Initial approval 2005 HSP funds obligated. State FY 2004-05 2700-101-0890 (208/04) <i>Federal Catalog No. 20.600</i>			11. FUNDING DISPOSITION & STATUS			
			Fiscal Year		Amount	
			<u>2004-05</u>		<u>144,088.19</u>	
			<u>2005-06</u>		<u>159,347.32</u>	
			<u>2006-07</u>		<u>14,564.49</u>	
		<u>Total</u>		<u>318,000.00</u>		
		Obligated This Action		144,088.19		
		Previously Obligated		0.00		
		Total Amount Obligated		144,088.19		
		Amount Suspended		<u>173,911.81</u>		
		TOTAL FUNDS PROGRAMMED		<u><u>318,000.00</u></u>		
12. BUDGET SUMMARY (From Schedule B Detail) - FISCAL YEAR GRANT PERIOD ENDING: <u>9/30/2005</u>						
COST CATEGORY	2005 GRANT PERIOD	PRIOR GRANT	2004-05 TOTAL GRANT	TOTAL PROJECT BUDGET ESTIMATE		
A. Personnel Costs	37,067.99	0.00	37,067.99	100,083.46		
B. Travel Expenses	1,000.00	0.00	1,000.00	2,000.00		
C. Contractual Services	100,000.00	0.00	100,000.00	200,000.00		
D. Equipment	0.00	0.00	0.00	0.00		
E. Other Direct Costs	460.00	0.00	460.00	904.02		
F. Indirect Costs	5,560.20	0.00	5,560.20	15,012.52		
TOTAL FEDERAL FUNDS	144,088.19	0.00	144,088.19	318,000.00		
13. PROJECT APPROVAL & AUTHORIZATION TO EXPEND OBLIGATED FUNDS						
A. APPROVAL RECOMMENDED BY			B. AGREEMENT & FUNDING AUTHORIZED BY			
NAME: PATRICIA MORA REY TITLE: Regional Coordinator PHONE: (916) 262-0981 E-MAIL: pmora@ots.ca.gov Office of Traffic Safety 7000 Franklin Blvd., Suite 440 Sacramento, CA 95823 <i>Signature</i> 			NAME: CHRISTOPHER J. MURPHY TITLE: Interim Director Office of Traffic Safety 7000 Franklin Blvd., Suite 440 Sacramento, CA 95823 <i>Signature</i> 			

PROJECT DESCRIPTION

PAGE 1

BACKGROUND

A. GENERAL CHARACTERISTICS

The Injury & Violence Prevention Program measures and monitors the occurrence of injuries between specific population groups and implements programs and strategies to reduce the morbidity and mortality caused by injury. The Injury & Violence Prevention Program is dedicated to reducing injuries through prevention projects in drowning, motor vehicle occupancy, pedestrian, falls in the elderly, firearm, suicide, and poisoning. The Injury & Violence Prevention Program implements prevention projects among County Hospitals, Clinics, Service Planning Areas, community-based organizations, and collaborates among public agencies within Los Angeles County government and other public agencies within the County of Los Angeles.

B. STREET AND HIGHWAYS

Los Angeles County has 527 miles of freeway and 382 miles of conventional highway. On the average day, 92 million vehicle miles are driven in L.A. County.

C. OPERATING DEPARTMENTS

The Los Angeles County Department of Health Services employs over 23,000 people with an annual budget of more than 2.5 billion dollars. The Department is divided into three sections: Administrative and Financial Services, Personal health Services, and Public Health Programs and Services (PHP&S). The purpose of the PHP&S branch is to protect health, prevent disease, and promote health and well being for all people in Los Angeles County. The Injury & Violence Prevention Program of the PHP&S employs several professionals who are dedicated to decreasing the impact of injury and violence in the population of Los Angeles County.

D. EXISTING SYSTEMS

A wide range of activities from health, law enforcement, health education, and disease control to drug and alcohol abuse rehabilitation, personal health care services and child abuse prevention have been developed to accomplish the public health mission.

PROBLEM STATEMENT

As of 2000, Los Angeles County had more than 6 million registered vehicles, more than 20 million miles of roadway and a population of 9,716,000, with 25% of the population under age 16. Motor vehicle collisions in the county resulted in 794 deaths (21% of California motor vehicle fatalities) and 88,801 injuries (29% of the state total). Children under age 16 accounted for approximately 48% of the deaths and 23% of the injuries to passengers in Los Angeles County.

Approximately 30,000 Los Angeles County children are in foster care. County employees in various departments are required to transport children in cases of reported neglect or abuse or if their parents are arrested for other crimes. Although California law requires all drivers to properly secure children under 16 in a child restraint or safety belt, County employees have not been consistently provided with adequate training or standardized procedures for transporting children. Social workers transport children in their personal vehicles, presenting potentially significant problems with fit and incompatibility, since rarely does a single safety seat

PROJECT DESCRIPTION

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model fit properly in all of the vehicle models employees own and drive. County vehicles used by law enforcement cannot be used to transport children, so deputies in the field must call a supervisor if a parent is arrested or if a child is removed from the home.

Misuse of safety seats, including boosters, observed at five safety seat checkups held in Los Angeles County in 2003 ranged from a low of 85% to a high of 100%; the others were all more than 90%. A special event in Santa Clarita in November 2003 provided assessment for Department of Children and Family Services clients, including both foster families. The rate of misuse of those families at that event was a frightening 100%. Guests and participants at the event -- including the member of the Los Angeles County Board of Supervisors, the head of the Department of Children and Family services, and the president of a foster parent association -- indicated strong concern and interest in improving the level of training for staff and clients.

ATTEMPTS TO SOLVE THE PROBLEM

1. Violator Program-Restraint Fund: IVPP coordinated, administered the CPS violator program, which helps to fund low cost seats to low income families and CPS educational materials. We also provide letters to the judges to encourage them to prosecute to help to increase funding for the program. I have provided an attachment of this letter and related material.
2. IVPP Community Education Efforts: IVPP has teamed up with Safe Kids LA, Los Angeles County Sheriff, CHP, LAPD and other law enforcement agencies and local fire departments to provide seat inspections and CPS distribution throughout LA County. As part of this effort IVPP has prepared various educational materials ranging from CPS Fact Sheet, How Cal CPS Laws Apply to You, LATCH System Flyer, which are a few of these materials that we provide at check-ups, hospitals, health fairs, on the IVPP web, etc (these are attached as well). In addition IVPP also has done CPS train-the-trainer programs to educate LA County Health Educators via CPS Training Packet and a Train-the-trainer program for Special Needs Children.
- 3) More recently Safe Kids LA, County Hospitals, law enforcement (local police and CHP) and fire departments have taken the lead on CPS community education efforts. While IVPP staff is small compared to the 1.5 Million children 12 of age and younger in LA County, having a multi-agency support helps broaden CPS efforts in LA County.

PROJECT GOALS

1. To increase child restraint usage (including boosters) by six percentage points from 74 % to 80% by the end of the grant period.
2. To reduce the number of vehicle occupants killed under the age of six, ten percent from the calendar 2002 base year total of 7 to 6 by December 31, 2006.
3. To reduce the number of vehicle occupants injured under the age of six, ten percent from the calendar 2002 base year total of 143 to 129 by December 31, 2006.
4. To decrease the rate of child restraint misuse in Los Angeles County three percentage points from 95 % to 92% by the end of the grant period.

SCHEDULE A
PROJECT NO: OP0507

PROJECT DESCRIPTION

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PROJECT OBJECTIVES

1. To conduct four (4) CPS Educator Workshops for up to 200 personnel from agencies serving children, such as hospitals, day care facilities, social services, law enforcement, and emergency services, by December 31, 2006.
2. To conduct four (4) checkup events in order to provide workshop participants with supervised, hands-on experience, increase public awareness of current provisions of the child restraint law by December 31, 2006.
3. To collaborate with County agencies in finding resources to provide new safety seats for families in need.
4. To develop and pilot test a model CPS education and intervention program for public and private agencies serving and transporting children by the end of the grant period, including a model procedure for agencies to select appropriate child restraints and learn to use them correctly by December 31, 2006.
5. To conduct, as a pilot, eight (8) innovative one-day child CPS trainings for a minimum of 150 people designed for social workers that transport children and evaluate the training by December 31, 2006.
6. To provide each regional CPS office with a CPS reference manual for use by employees who transport children under age 16 and an educational video for use in parent education.
7. To conduct three (3) traffic safety education programs at civic and community events sponsored by participating agencies impacting 1,000 people by December 31, 2006.
8. To conduct child safety seat usage surveys during the months of March and September of each grant year.
9. To provide a toll-free Helpline and interactive Web site responding to inquiries from parents, advocates, professionals serving families, and the mass media, in English and in Spanish, during the grant period.
10. To provide a bi-monthly technical teleconference for CPS coordinators throughout California during the grant period.
11. To make available to the members of the Legislature an updated version of the existing brochure on child passenger safety by December 31, 2006.
12. To develop a procedure manual to be used by those who wish to host a car seat checkup or distribution event in their community by December 31, 2006.
13. To develop and send to the County Health Departments information on changes in the California Child Restraint Law so they can be shared with every local law enforcement agency and court by December 31, 2006.
14. To issue a press release announcing the kick-off of the project by April, 2005. The press releases and media advisories, alerts, and materials will be forwarded to the OTS Regional Coordinator and the OTS Public Information Officer at pio@ots.ca.gov for approval 5 days prior to the issuance date of the release.
15. To submit resulting electronic media articles to the OTS Public Information Officer by e-mail at pio@ots.ca.gov and OTS Regional Coordinator, or fax printed clips to (916) 262-2960. Include publication name and date the article was published on all clips.

PROJECT DESCRIPTION

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16. To use the following standard language in all press, media, and printed materials: *"Funding for this program was provided by a grant from the California Office of Traffic Safety."*
17. To e-mail the OTS Public Information Officer at pio@ots.ca.gov and OTS Regional Coordinator at least one month in advance, a short description of any new traffic safety event or program.

METHOD OF PROCEDURE

Phase I – Identify Target Population and Develop Procedures

1. Los Angeles County Department of Health Services will work with the contracted agency to develop an infrastructure to provide CPS education within critical departments of the County.
2. Develop and pilot a training program for County employees, with special focus on those who transport children. Procedures will be developed to create standards for child restraints to be purchased and vehicles (private or agency owned) that may or may not be used to transport children.

Phase II – Training/Program Implementation

Two types of training will be offered:

1. The first will be geared toward supervisors of social workers and traffic sergeants (Educator Workshop) and subsequent safety seat checkup for hands-on experience. This training will give them an understanding of basic concepts of correct child restraint selection and use so they can share their knowledge with employees in the field.
2. Secondly, an innovative one-day training will be developed and piloted for social workers and others who transport children in the field. General concepts of CPS will be covered in the morning. In the afternoon, participants will practice installing a variety of child restraints in their own vehicles under supervision of Certified CPS Instructors.
3. Supervisors who have attended an Educator Workshop and checkup will be invited to bring child restraints owned by the agency and practice installing them with their staff.
4. Trained staff will provide an in-house resource for staff and clients.
5. Other County departments that provide services to children from 0 to 15 yrs of age (i.e., that portion of the population protected by Vehicle Codes 27360 and 27360.5) will be invited to participate.

Phase III – Other Program Components

1. A variety of statewide resources will also be provided. Families and the professionals that serve them throughout California will have access to the award-winning Web site and toll-free Helpline, in English and Spanish.
2. Outreach to law enforcement agencies and the courts will encourage enforcement efforts and appropriate disposition of tickets, which increases the amount of fine money allocated for local car seat distribution programs.
3. Providing technical and programmatic consultation to state and county health departments will improve the quality of local programs, including those in Los Angeles County.
4. A simple CPS brochure for legislators, which each office can personalize with an imprint, will be developed.

PROJECT DESCRIPTION

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METHOD OF EVALUATION

Using the data compiled, the project manager will evaluate: (1) how well the stated project goals(s) and objectives were accomplished; (2) if all the activities outlined in the Method of procedures were performed in accordance with the grant agreement; and (3) was the project cost effective?

STATEMENT OF INTENT

The County of Los Angeles Department of Health Services, Injury and Violence Prevention Program is dedicated to the success of this program within the County of Los Angeles. The goals of this program fulfill the Public Health Programs and Services mission to protect health, prevent disease and promote health of all persons residing in Los Angeles County. It is the intent of the Injury and Violence Prevention Program to continue with the implementation of this program after OTS funding has been completed.

SCHEDULE A-1

PROJECT NO: OP0507**ADMINISTRATIVE SUPPORT STATEMENT** – Explain what type of priority this project has in your jurisdiction.

The County of Los Angeles Department of Health Services is dedicated to the institutionalization of the Safe Transport for Kids in the System Program within the County of Los Angeles. In order to reach the goals and objectives of this project the Department of Health Services will dedicate resources and budget funds as shown below. The Los Angeles County Board of Supervisors has endorsed this project by resolution, interest in program start-up date, interest in expansion to other supervisorial districts, and by budgeting funds as shown below support for of the program.

AGENCY CONTRIBUTION – Explain what services or funds are being contributed by your agency in support of this project.

Contributed Item	%	FY-1	FY-2	FY-3
Director, Injury and Violence Prevention Program	16%	9304	12278	2629
Epidemiology Analyst	6%	2003	2736	1124
Intermediate Typist Clerk	8%	1950	2664	666
EB's		5312	7083	1771
Indirects		2786	3714	929
Totals		21,356	28,475	7119
Total Agency Contribution		56,950		

PAGE 1
DETAILED BUDGET ESTIMATE

PROJECT NO. OP507
Safe Transport for Kids in the System

COST CATEGORY	FISCAL YEAR ESTIMATES				TOTAL COST TO PROJECT
	FY-1 1/1/05 9/30/05	FY-2 10/1/05 9/30/06	FY-3 10/1/06 12/31/06	FY-4	
A. PERSONNEL COSTS					
<u>Positions and Salaries</u>					
Research Analyst III (\$30.72 per hour @ 55% time)	26,464.68	8,821.56			35,286.24
Research Analyst III (effec. 01-01- 06 \$31.49 per hour @ 55% time)		27,126.30	9,042.01		36,168.31
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
Employee Benefits @ 40.0659%	10,603.31	14,402.83	3,622.76		28,628.91
Category Sub-Total	37,067.99	50,350.69	12,664.77	0.00	100,083.46
B. TRAVEL EXPENSE					
in state travel	1,000.00	1,000.00			2,000.00
					0.00
					0.00
Category Sub-Total	1,000.00	1,000.00	0.00	0.00	2,000.00
C. CONTRACTUAL SERVICES					
Child Passenger Safety Program	100,000.00	100,000.00			200,000.00
					0.00
					0.00
Category Sub-Total	100,000.00	100,000.00	0.00	0.00	200,000.00

SCHEDULE B
PAGE 2
DETAILED BUDGET ESTIMATE

PROJECT NO. OP507
Safe Transport for Kids in the System

COST CATEGORY	FISCAL YEAR ESTIMATES				TOTAL COST TO PROJECT
	FY-1 1/1/05 9/30/05	FY-2 10/1/05 9/30/06	FY-3 10/1/06 12/31/06	FY-4	
D. EQUIPMENT					
					0.00
					0.00
					0.00
					0.00
Category Sub-Total	0.00	0.00	0.00	0.00	0.00
E. OTHER DIRECT COSTS					
Printing /Office Supplies	460.00	444.02			904.02
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
Category Sub-Total	460.00	444.02	0.00	0.00	904.02
F. INDIRECT COSTS					
15% of Personnel Costs	5,560.20	7,552.60	1,899.72		15,012.52
Category Sub-Total	5,560.20	7,552.60	1,899.72	0.00	15,012.52
PROJECT TOTAL	144,088.19	159,347.32	14,564.49	0.00	318,000.00

Budget NarrativePersonnel Costs:

The LA County Department of Health Services will designate a Research Analyst III (RAIII) grant funded position to administer the grant and monitor services provided by the Contractor. The RA III will also provide expert advice and assistance with the pilot CPS program and conduct an evaluation of the trainings and assist in the development of the CPS reference manual. The Hourly rate is \$30.72 (\$31.49 effective 1/1/06) and the number of hours dedicated to the Project is 22 hours per week (this is a 55% position). Benefits for this position are a rate of 40.06590%

Employee Benefit Breakdown:

FICA	1.08094%
SUI	0.08609%
WORKER'S COMPENSATION	4.38123%
RETIREMENT	17.99952%
INSURANCE	13.15767%
OTHER	3.36045%

TOTAL 40.06590%

Travel Expenses:

OTS funds will be used for in-state travel (i.e. OTS Summit, Lifesavers, Childhood Injury Conference).

Contractual Services:

The LA County Department of Health Services will contract to implement the Safe Transport for Kids in the System Program. The funds allocated to contractual services will include all costs associated with the implementation of the program including staff, program consultation, videos, and all other related program costs (re: Child Safety seats for the classes).

Equipment:

N/A

Other Direct Costs:

OTS funds will cover the cost of Office Supplies and printing costs for activities performed by the grant funded position.

Indirect Costs:

Indirect Costs is 15% of the salary including employee benefits. This is based on OTS guidelines.

**Terms, Conditions, and Certifications Specific to the Agreement
Between the Office of Traffic Safety and the Applicant Agency**

APPLICANT AGENCY	OTS PROJECT NUMBER
Los Angeles County, Department of Health Services, Injury & Violence Prevention Program	OP0507

The following are included herein and constitute a part of this Agreement:

OTS-38 – Page 1	Schedule B-1 – Budget Narrative
Schedule A – Project Description	Schedule C – Quarterly Evaluation Data (when required)
Schedule A-1 – Administrative Support Statement	OTS-33 – Terms, Conditions, and Certifications Specific to the Agreement Between OTS and the Applicant Agency
Schedule B – Detailed Budget Estimate	General Terms, Conditions, and Certifications*

*See OTS Grant Program Manual, Volume II, Chapter 6. Volume II, available on-line at www.ots.ca.gov.

TERMS AND CONDITIONS

It is understood and agreed by the Project Director and Authorizing Official that any grant received as a result of this Agreement is subject to all federal and state regulations governing grants and to those controls expressed in the California Traffic Grant Program Manuals which include, but are not limited to:

1. Quarterly Performance Reports and Reimbursement Claims must be submitted by the Project Director to the Office of Traffic Safety by January 31, April 30, July 31, and October 31, during each year of project operation.
2. OTS will withhold or disallow grant payments, reduce or terminate grant funds, and/or deny future grant funding anytime a grantee fails to comply with any term or condition of the grant contract or program guidelines (**Volume II, Chapter 3.13**). This may include, but is not limited to, the following:
 - Failure to submit acceptable and timely reimbursement claims.
 - Failure to submit acceptable and timely quarterly performance reports; and
 - Failure to submit an acceptable and timely Schedule C (Quarterly Evaluation Data OTS-38g). (Applies only when a Schedule C has been required.)
3. If, during the term of the grant award, federal funds become reduced or eliminated, OTS may immediately terminate or reduce the grant award upon written notice to the project director.
4. By October 31, “continuing” projects must submit a September 30 claim and a written justification to support carrying forward prior year unexpended funds. September 30 claims and written justifications, supporting the carrying forward of prior year unexpended funds, submitted after November 30, will not be processed. The prior claim (i.e., June 30) will be considered the year-end claim in order to close out the federal fiscal year ending September 30. In addition, prior year unexpended funds will be deobligated and allocated to new projects.

5. All documentation required to request a project revision (i.e., time extensions, budget category changes, and etc.) must be submitted to OTS prior to the effective date of change(s). For example: OTS will not consider a request for a grant period time extension unless all necessary paperwork is submitted prior to the existing grant termination date. Prior approval is required for all project revisions (**Volume II, Chapter 3.8**).
6. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
7. Additional terms and conditions identified in the OTS **Grant Program Manual, Volume II, Chapter 6, General Terms, Conditions, and Certifications (Exhibit 6-A)**, are incorporated herein by reference and made a part of this document.

Enforcement Agencies Only:

8. Full time personnel funded under this project shall be dedicated in total to traffic law enforcement.


EXCEPT:

- In the case of a criminal offense committed in the officer's presence.
 - In the case of response to an officer in distress.
 - In the case of a riot where all available personnel must be committed.
9. Equipment funded under this project is subject to the same requirements as No. 8 above.

We, the officials named below, hereby swear that we are duly authorized legally, to bind the contractor or grant recipient to the above described terms and conditions. Executed on the date and in the county below, and is made under penalty of perjury under the laws of the State of California.

PROJECT DIRECTOR'S NAME
Michelle T. Parra, Ph.D.

PROJECT DIRECTOR'S SIGNATURE

➤ 

TITLE

Director, Injury and Violence Prevention Program

EXECUTED IN THE COUNTY OF
Los Angeles

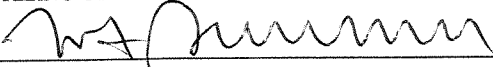
DATE EXECUTED

1.5.05

AUTHORIZING OFFICIAL'S NAME

EXECUTED IN THE COUNTY OF

AUTHORIZING OFFICIAL'S SIGNATURE

➤ 

TITLE

DATE EXECUTED